



Intealth[®]

Advancing the Global Health Workforce

MyIntealth™ Applicant User Guide: Electronic Portfolio of International Credentials (EPICSM)

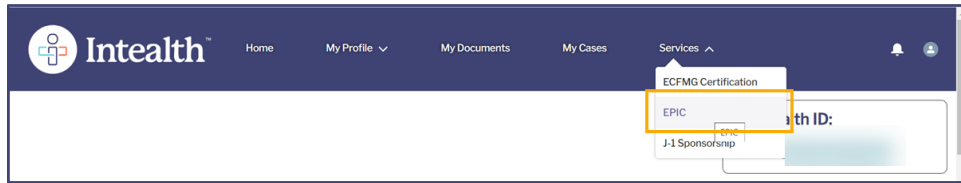
Table of Contents

1	Electronic Portfolio of International Credentials (EPIC)	3
1.1	Submit Request to Establish Your EPIC Portfolio	3
1.1.1	Organization(s) to Which I Am Applying.....	5
1.1.2	Complete the Attestation by Applicant	7
1.1.3	Complete Review Your Cart	8
1.2	Upload Credentials to Your EPIC Portfolio for Verification	11
1.2.1	Upload Additional Credentials.....	16
1.2.2	Resubmit Documentation for an Incomplete EPIC Credential Verification Request	19
1.3	EPIC Reports	23
1.3.1	Request an EPIC Report Be Sent to EPIC Partner Organization.....	23
1.3.2	Request an EPIC Report Be Sent to One-Time Report Recipient.....	29
1.3.3	Request an EPIC Report Be Sent to Myself.....	34
1.3.4	View History of EPIC Report Requests	39

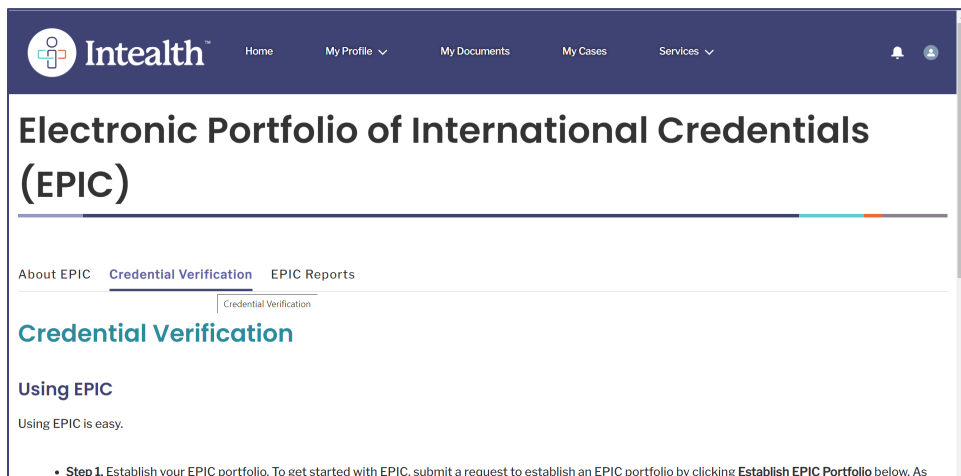
1 Electronic Portfolio of International Credentials (EPIC)

1.1 Submit Request to Establish Your EPIC Portfolio

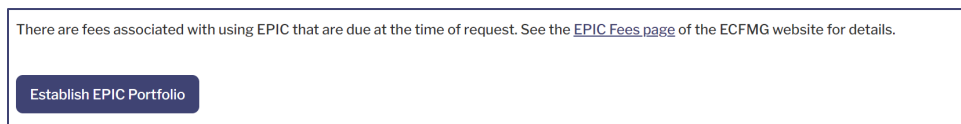
Step 1. From the **MyIntealth Applicant Portal** homepage, in the top banner, click **Services** and then click **EPIC** from the resulting dropdown.



Step 2. Click the **Credential Verification** tab.



Step 3. Click **Establish EPIC Portfolio** at the bottom of the screen.



Step 4. Review your profile information and, if accurate, click **Next** and continue to the **[Organization\(s\) to Which I Am Applying](#)** section.

[About EPIC](#)
[Credential Verification](#)
[EPIC Reports](#)

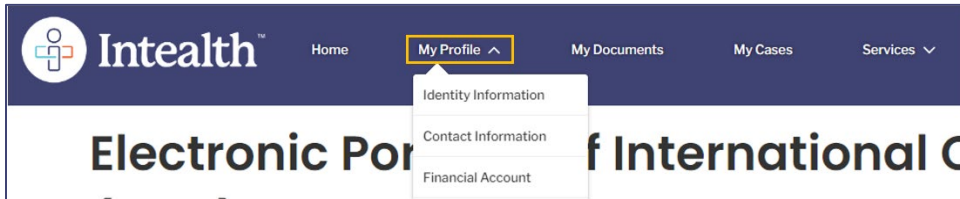
Review Your Profile Information

Please review your Intealth profile information below. If any information is incorrect or needs to be updated, you must go to the My Profile section and make the necessary changes now. Please note that submitting certain changes to your identity information will need to be reviewed and approved before you can continue with this application. If you confirm that the information in your profile is correct as listed below, click **Next**.

Identity Information

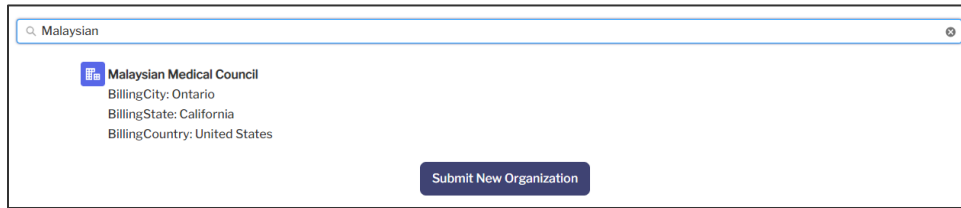
Last Name/Surname	<input type="text" value="Loewe"/>
Rest of Name	<input type="text" value="Ralph L."/>
Generational Suffix	<input type="text" value="--None--"/>
Gender	<input type="text" value="Male"/>
Date of Birth	<input type="text" value="Sep 12, 2000"/>
* Citizenship Upon Entering Medical School	<input type="text" value="United States"/>

- a. If edits need to be made to the **Identity Information** and/or **Contact Information** sections, click **Cancel**. Then, make any necessary edits by opening the **My Profile** tab → **Identity Information** or **Contact Information** pages.



1.1.1 Organization(s) to Which I Am Applying

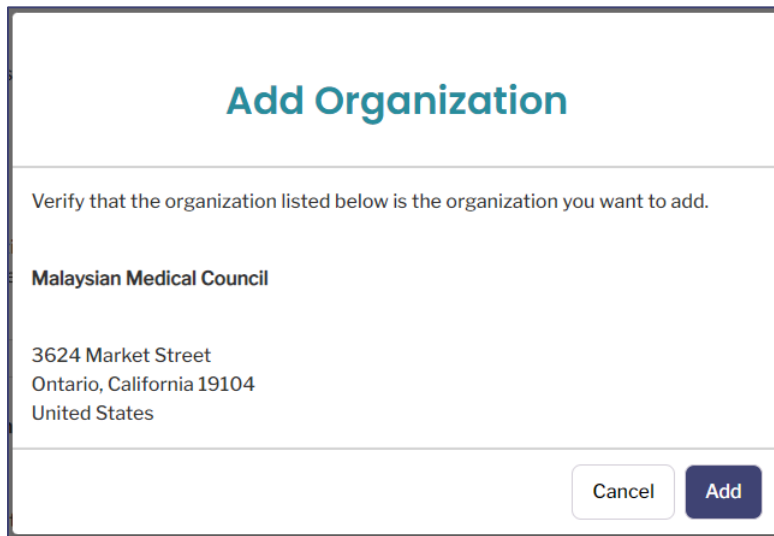
Step 1. Search for the organization(s) to which you are applying.



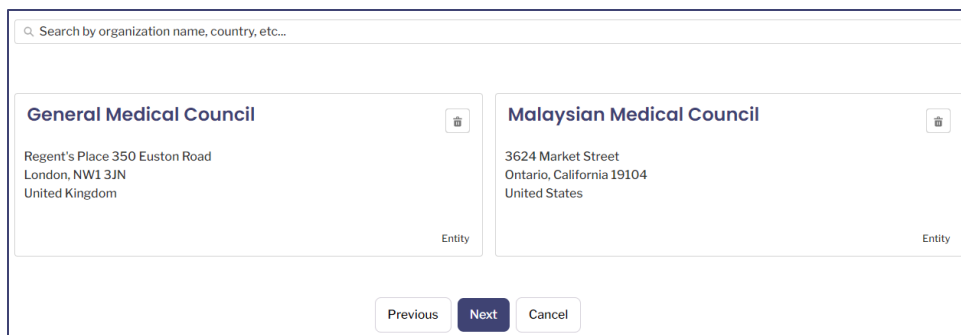
A search bar with the text "Malaysian" entered. Below the search bar, a card for "Malaysian Medical Council" is displayed. The card includes the following details: "BillingCity: Ontario", "BillingState: California", and "BillingCountry: United States". At the bottom of the card is a button labeled "Submit New Organization".

Step 2. Once you begin typing in the search field, choices appear. Click on the organization(s) you want to include and click **Add** to add that organization to your list.

Note: Any selected (or previously added during the **MyIntealth Account Establishment** process) organizations appear at the bottom of the screen.



A dialog box titled "Add Organization". The text inside reads: "Verify that the organization listed below is the organization you want to add." Below this, the organization details are listed: "Malaysian Medical Council", "3624 Market Street", "Ontario, California 19104", and "United States". At the bottom right of the dialog are two buttons: "Cancel" and "Add".



A search interface with a search bar containing the text "Search by organization name, country, etc...". Below the search bar, two organization cards are displayed side-by-side. The left card is for "General Medical Council" with address "Regent's Place 350 Euston Road, London, NW1 3JN, United Kingdom". The right card is for "Malaysian Medical Council" with address "3624 Market Street, Ontario, California 19104, United States". Each card has a trash icon in the top right corner and the word "Entity" at the bottom. At the bottom of the interface are three buttons: "Previous", "Next", and "Cancel".

- a. Click **Submit New Organization** if you cannot find the organization you are looking for and follow the on-screen prompts accordingly.

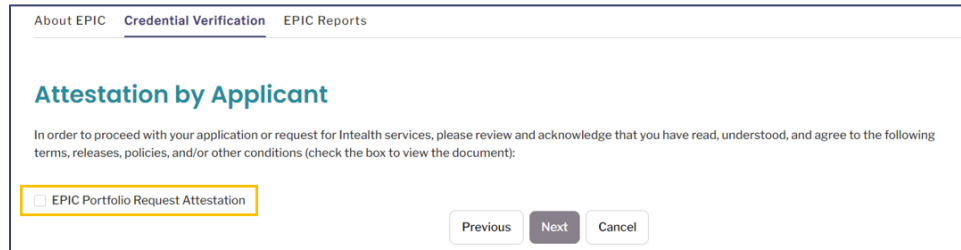
- b. If you are unsure which organizations you want to include, click **I do not know to which organization(s) I plan to send EPIC reports**.

Note: Choosing this option removes any previously selected entities/organizations from the bottom display and the search bar disappears. Prior to making this change, a pop-up box warning of this action displays. Click **Ok**.

- Step 3.** Once you have added all organizations, click **Next** at the bottom of the screen, and continue with the **Complete the Attestation by Applicant** section.

1.1.2 Complete the Attestation by Applicant

Step 1. Click the **EPIC Portfolio Request Attestation** checkbox and review the subsequent documentation.



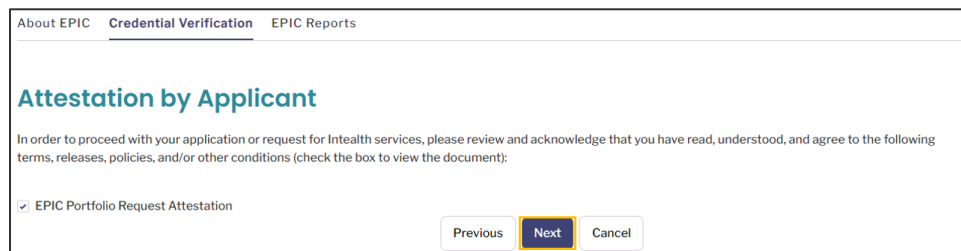
The screenshot shows the 'Attestation by Applicant' page. At the top, there are navigation links: 'About EPIC', 'Credential Verification', and 'EPIC Reports'. The main heading is 'Attestation by Applicant'. Below it, a paragraph reads: 'In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):'. A checkbox labeled 'EPIC Portfolio Request Attestation' is currently unchecked. At the bottom right, there are three buttons: 'Previous', 'Next', and 'Cancel'.

Step 2. Review the documentation and click **Accept**. You may also download or print this file.



The screenshot shows a document viewer for the 'EPIC Portfolio Request Attestation'. The document content includes the 'Intealth' logo and the title 'Attestation by Applicant'. Below the title is the heading 'EPIC Portfolio Request Attestation' and the text 'I understand that,' followed by a bulleted list of terms and conditions. At the bottom right of the document, there is a blue 'Accept' button.

Step 3. Click **Next** and continue with the **Complete Review Your Cart** section.



The screenshot shows the 'Attestation by Applicant' page, similar to the first screenshot. The checkbox for 'EPIC Portfolio Request Attestation' is now checked. The 'Next' button at the bottom right is highlighted with a yellow border.

1.1.3 Complete Review Your Cart

Step 1. Review the items and subtotal cost of your cart. Once ready to continue, click **Proceed to Payment**.

Note: To return to any prior screens, click **Previous**. As stated on the screen, if you navigate away from this screen using your browser's **Back** button or if you refresh your browser page, your responses may clear, and you will need to restart the application/request.

About EPIC Credential Verification EPIC Reports

Review Your Cart

Please review the items in your cart. If you are ready to continue with this application/request, click **Proceed to Payment**. Once you proceed to payment, you will be unable to return to this screen. If you wish to cancel this application/request, click **Previous** to return to the preceding screen and then click **Cancel**.

Important Note: Navigating away from this screen, by using the Back button in your browser or refreshing your browser, may clear your responses and restart the application/request.

Cart Items

Product	Total
EPIC Registration	

Subtotal: \$ [blurred]

Total: \$ [blurred]

Step 2. Click **Card** or **Bank Account** (depending on how you want to pay for the service).

If the billing address for the credit card you are using is different from the address in your Intealth profile, please enter the correct billing address. A payment confirmation will be sent to the email address below.

Card Bank Account

Billing Address

Payment Info

Warning: Clicking the back button in your browser will start the entire application/service request over again.

When the payment is approved, click **Next**.

Please refer to the [Payment page](#) for additional information.

Step 3. Confirm/update the **Billing Address** information.

If the billing address for the credit card you are using is different from the address in your Intealth profile, please enter the correct billing address. A payment confirmation will be sent to the email address below.

Card Bank Account

Billing Address

Payment Info

Pay \$

Warning: Clicking the back button in your browser will start the entire application/service request over again.

When the payment is approved, click **Next**.
Please refer to the [Payment page](#) for additional information.

Next

Step 4. Enter the **Payment Info** according to the **Card** or **Bank Account** option you selected.

If the billing address for the credit card you are using is different from the address in your Intealth profile, please enter the correct billing address. A payment confirmation will be sent to the email address below.

Card Bank Account

Billing Address

Payment Info

Pay \$

Warning: Clicking the back button in your browser will start the entire application/service request over again.

When the payment is approved, click **Next**.
Please refer to the [Payment page](#) for additional information.

Next

Step 5. To pay for the service, click **Pay \$**.

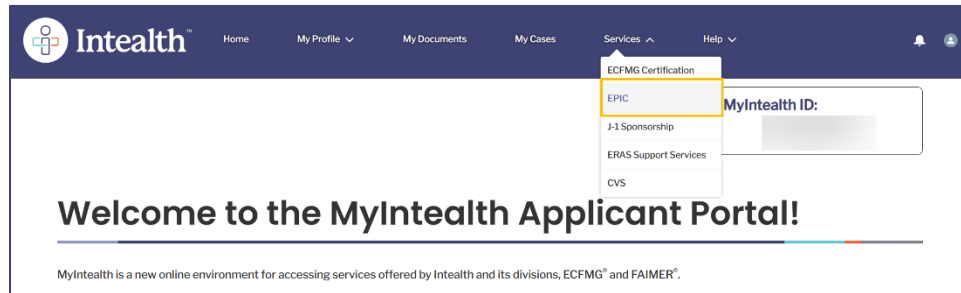
Step 6. When your payment is successfully processed, a **Thank You!** confirmation notification appears, and an email confirmation is sent to your email on file. Click **Next** to continue.

- a. It is recommended to document your case number for this request. It helps the Intealth advisors locate your case, if necessary.

Step 7. The **MyIntealth Applicant Portal** homepage appears.

1.2 Upload Credentials to Your EPIC Portfolio for Verification

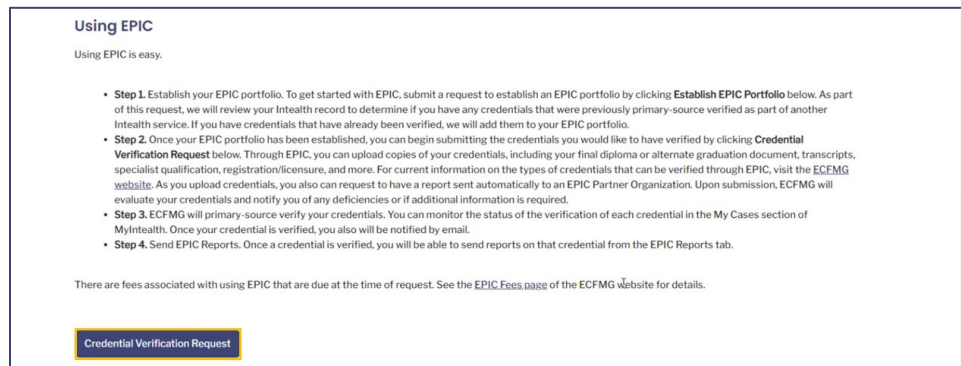
Step 1. From the **MyIntealth Applicant Portal** homepage, in the top banner, click **Services**, and then select **EPIC** from the dropdown menu.



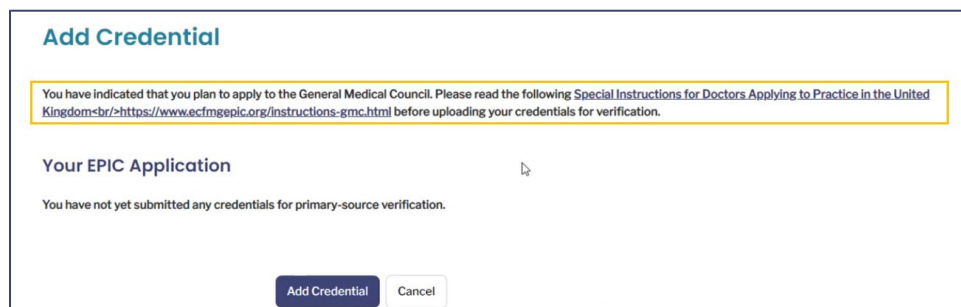
Step 2. The **Electronic Portfolio of International Credentials (EPIC)** page appears. Click the **Credential Verification** tab.



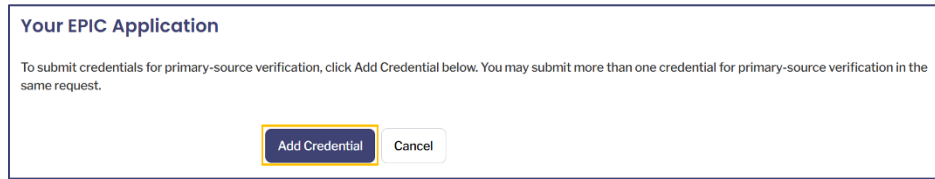
Step 3. Review the information related to **Using EPIC**. Click **Credential Verification Request**.



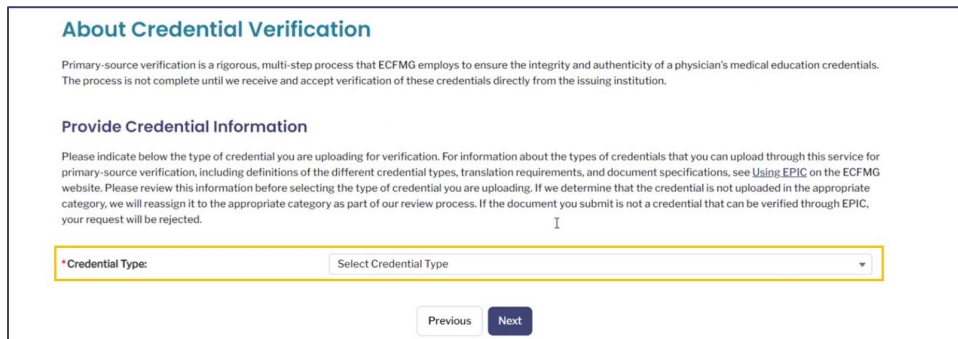
Step 4. The **Add Credential** page opens. If you are applying to an EPIC Partner Organization, click the link to review the special instructions.



Step 5. In the **Your EPIC Application** section, click **Add Credential**.

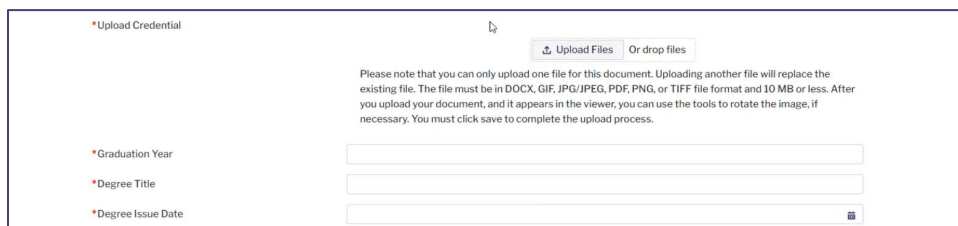


Step 6. The **About Credential Verification** page opens. Select the type of credential you are uploading from the **Credential Type** dropdown menu.



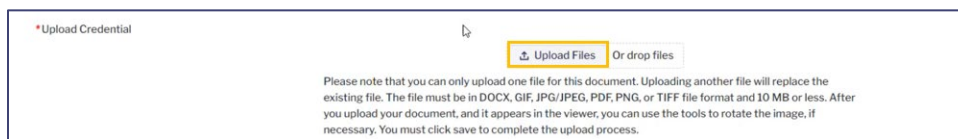
a. Enter any additional required information (*) that appears because of your selected **Credential Type**.

Note: In the example below, the additional required information results from selecting **Final Medical School Transcript**.

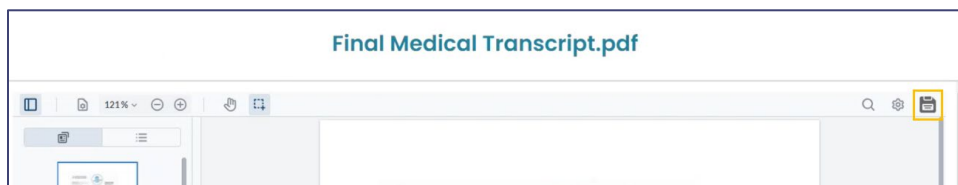


Step 7. If you are required to **Upload a Credential**, use the following instructions.

a. Click **Upload Files** and follow the onscreen instructions to select a file.



b. A preview of the file appears. Click **Save** (disk icon) in the right corner to save the file.



c. The file is saved.

Step 8. In the **Name Documentation** section, enter the **Name on Document** and determine if it is different than the name shown in **Name in Intealth Profile**.

Name Documentation

Your name as it appears on all credentials submitted to ECFMG must match exactly the name in your Intealth profile. If the names do not match exactly, you must submit documentation verifying that both names belong to one and the same person. The documentation must show your name exactly as it appears on your credential(s). For information on the documentation required to verify your name on credentials, see the [ECFMG website](#).

Name in Intealth Profile

* Name on Document

Is the name on your credential different from your current name in your Intealth profile? If yes, check the box. If no, leave it blank.

a. If the name on your credential **is different** from the name shown in **Name in Intealth Profile**, click the checkbox.

(1) Upload the **Name Documentation** to support the name difference, using the instructions shown above for uploading a file.

Is the name on your credential different from your current name in your Intealth profile? If yes, check the box. If no, leave it blank.

Upload Name Documentation

Or drop files

Please note that you can only upload one file for this document. Uploading another file will replace the existing file. The file must be in DOCX, GIF, JPG/JPEG, PDF, PNG, or TIFF file format and 10 MB or less. After you upload your document, and it appears in the viewer, you can use the tools to rotate the image, if necessary. You must click save to complete the upload process.

Step 9. In the **Credential Translation** section, determine if the credential is in a language other than English.

Credential Translation

All credentials submitted to ECFMG must be in the original language. Documents that are not in English must be accompanied by an official English translation that meets ECFMG's [translation requirements](#). ECFMG will not accept any document that is not in English without an official English translation. Likewise, ECFMG will not accept an English translation of a document without a copy of the original language document from which the English translation was prepared.

Is your credential in a language other than English? If yes, check the box. If no, leave it blank.

a. If the credential is in a language other than English, click the checkbox.

(1) Upload the **Credential Translation (if not in English)** using the instructions shown above for uploading a file.

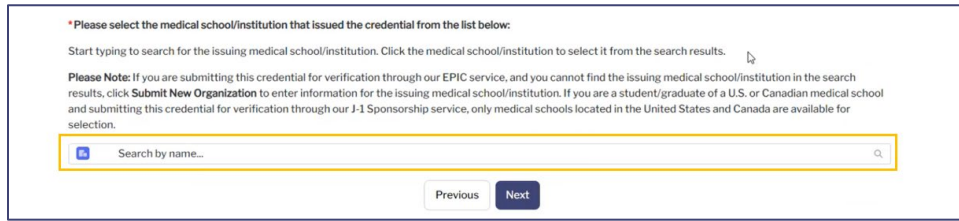
Is your credential in a language other than English? If yes, check the box. If no, leave it blank.

*Upload Credential Translation (if not in English)

Or drop files

Please note that you can only upload one file for this document. Uploading another file will replace the existing file. The file must be in DOCX, GIF, JPG/JPEG, PDF, PNG, or TIFF file format and 10 MB or less. After you upload your document, and it appears in the viewer, you can use the tools to rotate the image, if necessary. You must click save to complete the upload process.

Step 10. Using **Search by name**, enter/select the medical school or institution that issued the credential.



*Please select the medical school/institution that issued the credential from the list below:

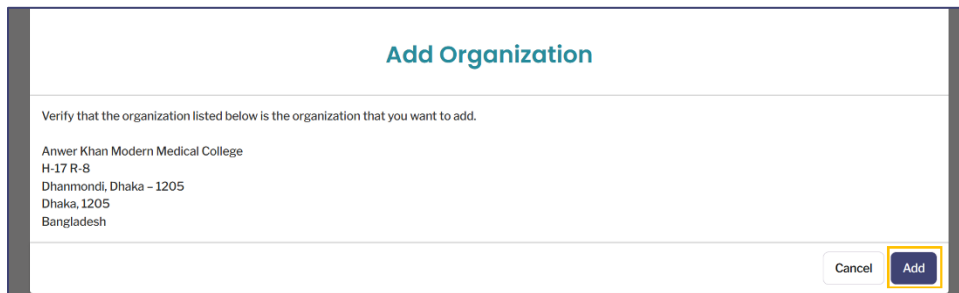
Start typing to search for the issuing medical school/institution. Click the medical school/institution to select it from the search results.

Please Note: If you are submitting this credential for verification through our EPIC service, and you cannot find the issuing medical school/institution in the search results, click **Submit New Organization** to enter information for the issuing medical school/institution. If you are a student/graduate of a U.S. or Canadian medical school and submitting this credential for verification through our J-1 Sponsorship service, only medical schools located in the United States and Canada are available for selection.

Search by name...

Previous Next

- a. Type the name of the school or institution in the search bar.
- b. Select the school.
- c. The **Add Organization** pop-up appears. Click **Add**.



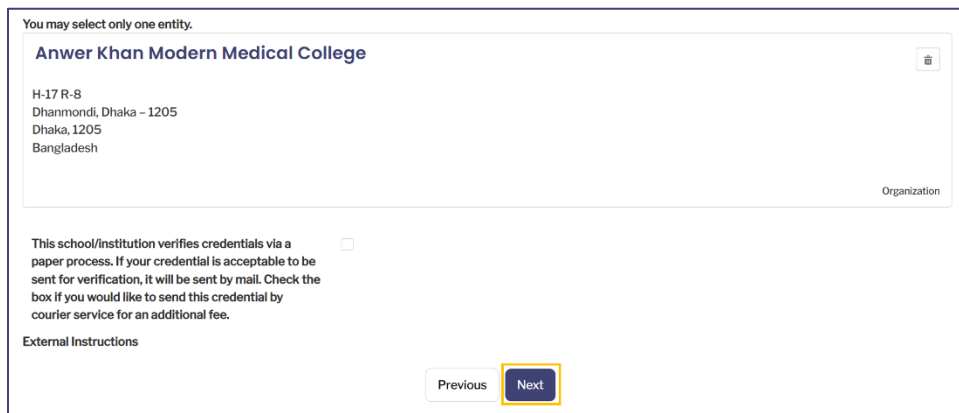
Add Organization

Verify that the organization listed below is the organization that you want to add.

Anwer Khan Modern Medical College
H-17 R-8
Dhanmondi, Dhaka - 1205
Dhaka, 1205
Bangladesh

Cancel Add

Step 11. Click **Next**.



You may select only one entity.

Anwer Khan Modern Medical College

H-17 R-8
Dhanmondi, Dhaka - 1205
Dhaka, 1205
Bangladesh

Organization

This school/institution verifies credentials via a paper process. If your credential is acceptable to be sent for verification, it will be sent by mail. Check the box if you would like to send this credential by courier service for an additional fee.

External Instructions

Previous Next

Text appears stating how the credential is sent for verification for this specific school/institution.

Step 12. Determine if you want to **Send Report to an EPIC Partner Organization Automatically**.

- a. If so, use **Search by name** to enter/select the **EPIC Partner Organization**.
 - (1) If you choose to send an EPIC Report to an **EPIC Partner Organization**, a field will appear with the option to provide a **Reference/Identification Number** for the organization.

Send Report to an EPIC Partner Organization Automatically

*If you want to send your EPIC Report automatically to an EPIC Partner Organization, select it from the list below:
Start typing to search for the EPIC Partner Organization. Click the organization to select it from the search results.

Search by name...

I do not wish to have an EPIC Report sent automatically once my credential is verified, or the organization I want to send an EPIC Report is not listed.

Previous **Confirm** Cancel

b. If not, click the checkbox.

Send Report to an EPIC Partner Organization Automatically

*If you want to send your EPIC Report automatically to an EPIC Partner Organization, select it from the list below:
Start typing to search for the EPIC Partner Organization. Click the organization to select it from the search results.

Search by name...

I do not wish to have an EPIC Report sent automatically once my credential is verified, or the organization I want to send an EPIC Report is not listed.

Step 13. Click **Confirm**.

Previous **Confirm** Cancel

a. If you selected to send the report to an **EPIC Partner Organization**, an **Alert** pop-up message appears reminding you of that selection. Click **Yes** to continue.

Alert

You have selected Malaysian Medical Council to receive an EPIC Report. The report will be sent automatically when your credential has been verified. Do you want to continue?

No **Yes**

Step 14. The **Add Credential** page displays again. The information you recently confirmed appears in the **Your EPIC Application** section.

1.2.1 Upload Additional Credentials

At this stage, you may add an additional credential by clicking **Add Credential**. You may also **Edit**, **Remove**, or **Remove Recipient** from the previously confirmed information by clicking the icons within that row.

Add Credential

You have indicated that you plan to apply to the General Medical Council. Please read the following [Special Instructions for Doctors Applying to Practice in the United Kingdom](https://www.ecfmgepic.org/instructions-gmc.html) before uploading your credentials for verification.

Your EPIC Application

Document Type	Issuing Institution	Issue Date	Title	Report Recipient Name
Final Medical School Transcript	Anwer Khan Modern Medical College	2025-01-27	Doctor of Medicine	Malaysian Medical Council

Step 1. Click **Next**.

Document Type	Issuing Institution	Issue Date	Title	Report Recipient Name
Final Medical School Transcript	Anwer Khan Modern Medical College	2025-01-27	Doctor of Medicine	Malaysian Medical Council

Add Credential **Next** Cancel

Step 2. The **Credential Verification Request Summary** page appears. Review the information and click **Next** at the bottom of the screen.

Credential Verification Request Summary

Below is a summary of the information you provided as part of this request. Please review the summary carefully to ensure that all the information you provided is accurate. If necessary, you can change your responses by clicking **Previous**.

Final Medical School Transcript	
Graduation Year	2023
Degree Title	MBBS
Degree Issue Date	5/6/2023
Attendance Start Date	8/27/2019
Attendance End Date	5/5/2023

Previous **Next** Cancel

Step 3. The **Attestation by Applicant** page appears. Click the **Request for Credential Verification Attestation** checkbox to review the attestation information.

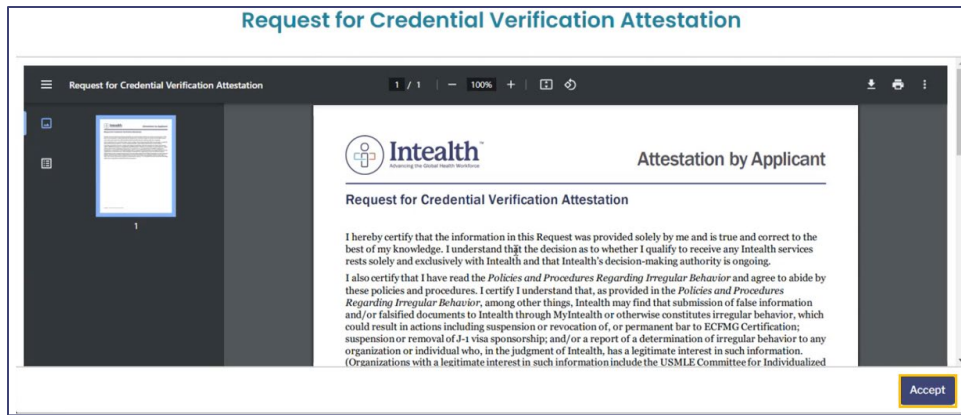
Attestation by Applicant

In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

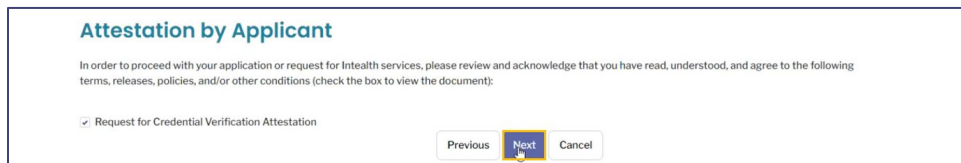
Request for Credential Verification Attestation

Previous **Next** Cancel

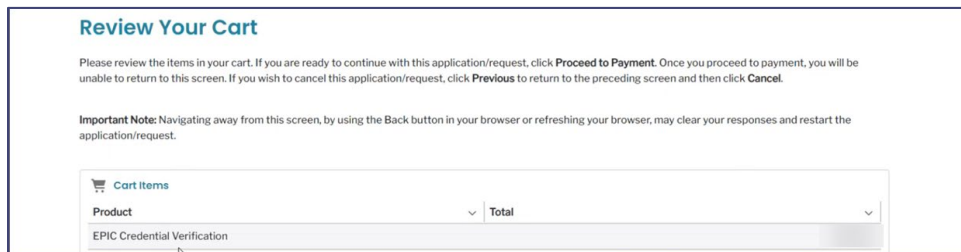
Step 4. The **Request for Credential Verification Attestation** pop-up appears. Review the information and click **Accept**.



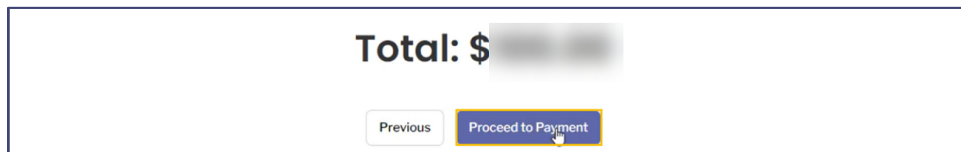
Step 5. Click **Next**.



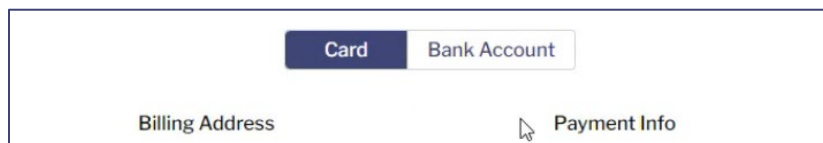
Step 6. The **Review Your Cart** page appears with an overview of your **Cart Items**.



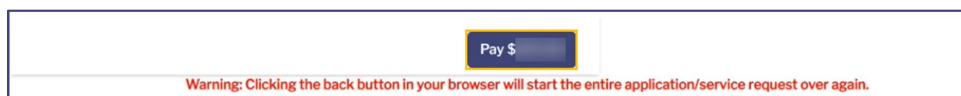
Step 7. Click **Proceed to Payment** at the bottom of the screen.



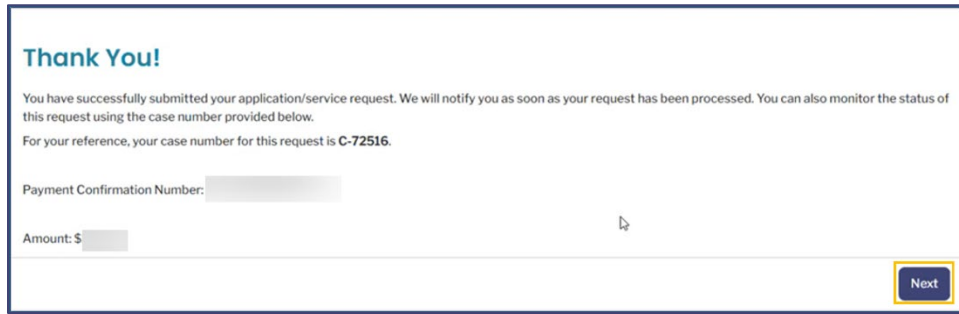
Step 8. Select your payment method, **Card** or **Bank Account**, and enter the required information in the subsequent sections.



Step 9. Once all information has been entered, click **Pay \$**.

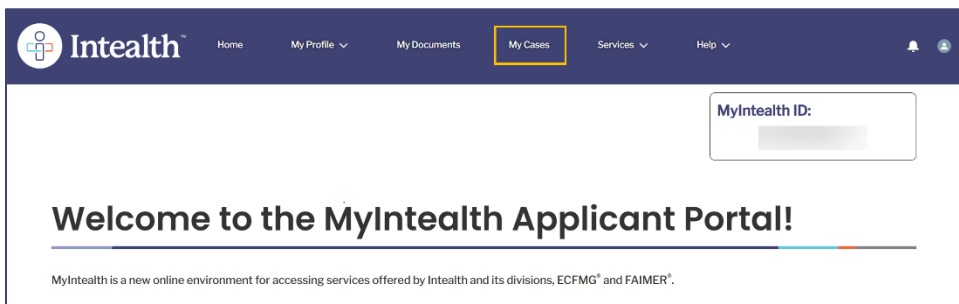


Step 10. When the payment is successfully processed, a **Thank You!** confirmation message appears, and an email confirmation is sent to your email address on file. Click **Next** to finish.



Note: It is recommended that you document your case number (C-#) for this request. It may be useful if you need an Intealth Advisor to locate your case quickly.

Step 11. The **MyIntealth Applicant Portal** homepage displays again. Click **My Cases** to review the submitted information.



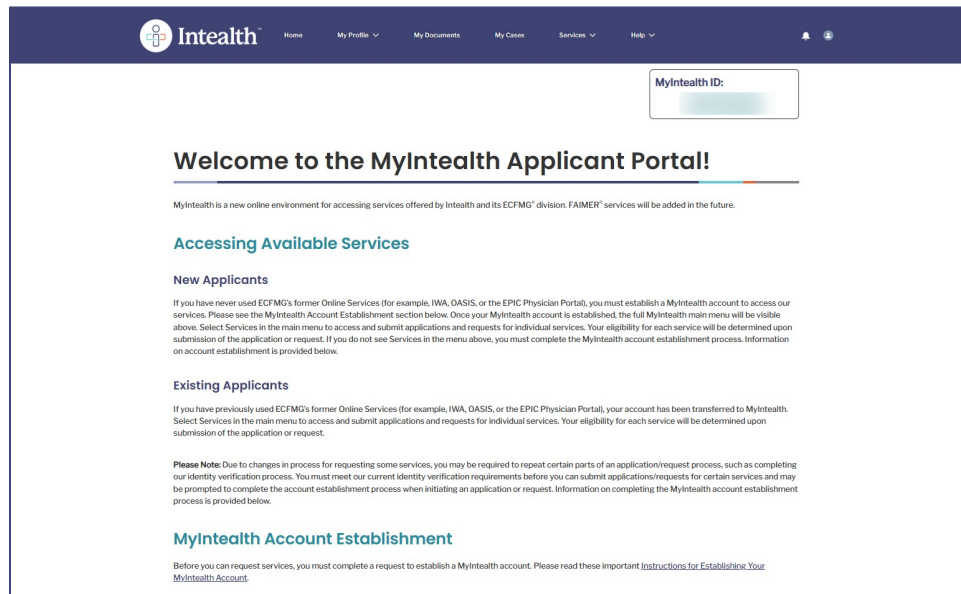
Step 12. The **My Case Requests** page opens. Scroll to locate the **Case Number** referenced on the **Thank You!** notification.

C-70855	Credential Verification	Submitted - In Review at ECFMG	09-25-2023	09-26-2023	No	No
C-71003	Credential Verification	Submitted - In Review at ECFMG	09-26-2023	09-26-2023	No	No
C-72511	Credential Verification	Cancelled By Applicant	10-12-2023	10-12-2023	No	No
C-72512	EPIC Verification Report Request	Requested	10-12-2023	10-12-2023	No	No
C-72516	Credential Verification	Submitted to ECFMG	10-12-2023	10-12-2023	No	No
C-72517	EPIC Verification Report Request	Requested	10-12-2023	10-12-2023	No	No

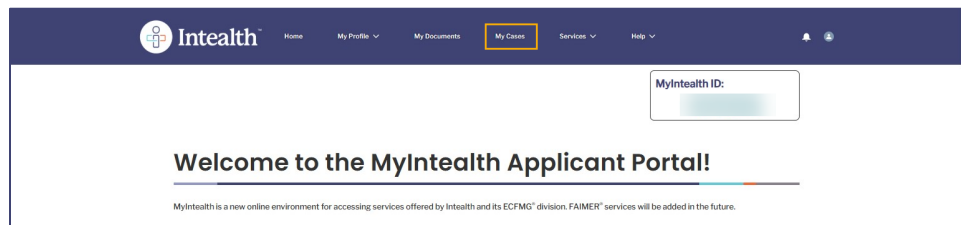
Note: If a restriction is applied to any of your cases then you will not be able to make edits to them.

1.2.2 Resubmit Documentation for an Incomplete EPIC Credential Verification Request

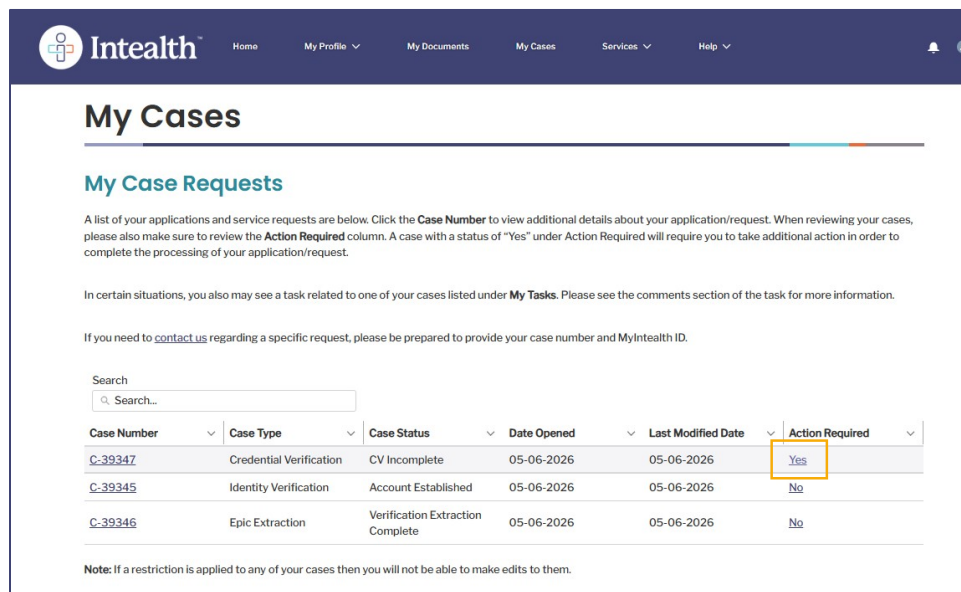
Step 1. Open the **MyIntealth Applicant Portal** homepage.



Step 2. In the top banner, click **My Cases**.

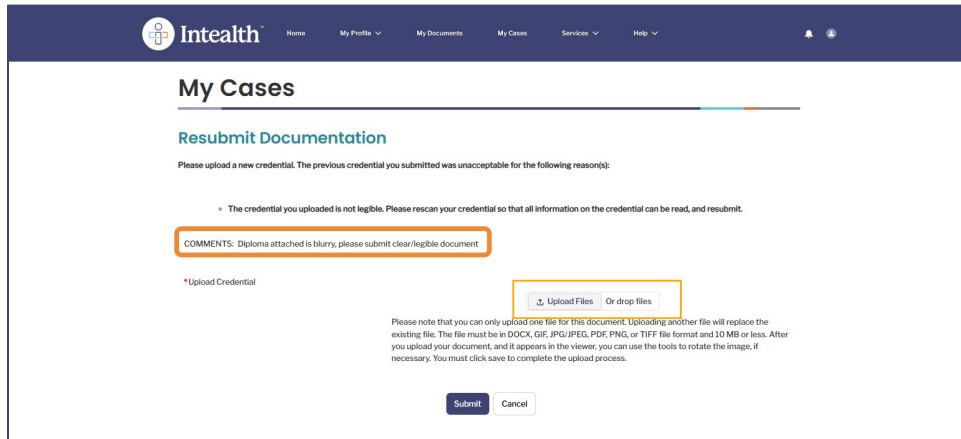


Step 3. The **My Case Requests** page appears. Identify the relevant case. Under the **Action Required** column, click **Yes**.

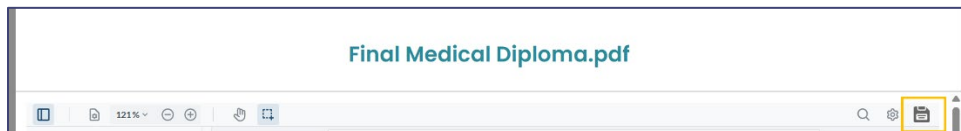


Step 4. The **Resubmit Documentation** page appears. View the list of **reason(s)** and any additional **comments** on why your previously uploaded credential was unacceptable.

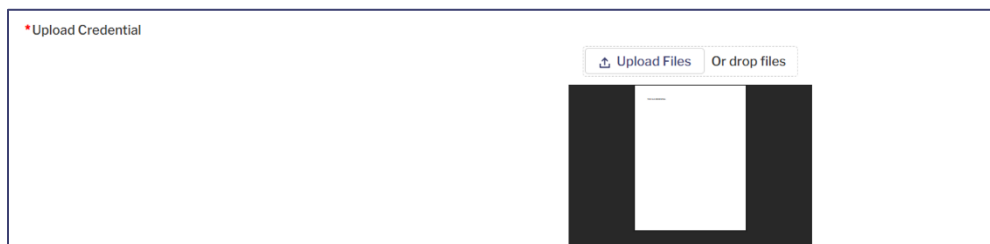
Step 5. To **Upload Credential**, click **Upload Files**, and select a file for upload.



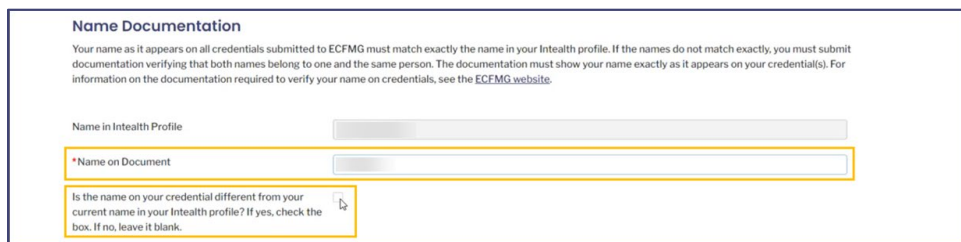
a. A preview of the file appears. Click **Save** (disk icon) to save the file.



b. After the file has been saved, a thumbnail of the document appears.



Step 6. In the **Name Documentation** section, enter the **Name on Document** and determine if it is different than the name shown in **Name in Intealth Profile**.



a. If the name on your credential **is different** from the name shown in **Name in Intealth Profile**, click the checkbox.

- (1) Upload the **Name Documentation** to support the name difference, using the previously documented instructions for uploading a file.

Is the name on your credential different from your current name in your Intealth profile? If yes, check the box. If no, leave it blank.

Upload Name Documentation

Or drop files

Please note that you can only upload one file for this document. Uploading another file will replace the existing file. The file must be in DOCX, GIF, JPG/JPEG, PDF, PNG, or TIFF file format and 10 MB or less. After you upload your document, and it appears in the viewer, you can use the tools to rotate the image, if necessary. You must click save to complete the upload process.

Step 7. In the **Credential Translation** section, determine if the credential is in a language other than English.

Credential Translation

All credentials submitted to ECFMG must be in the original language. Documents that are not in English must be accompanied by an official English translation that meets ECFMG's [translation requirements](#). ECFMG will not accept any document that is not in English without an official English translation. Likewise, ECFMG will not accept an English translation of a document without a copy of the original language document from which the English translation was prepared.

Is your credential in a language other than English? If yes, check the box. If no, leave it blank.

- a. If the credential is in a language other than English, click the checkbox.
 - (1) Upload the **Credential Translation (if not in English)** using the previously documented instructions for uploading a file.

Is your credential in a language other than English? If yes, check the box. If no, leave it blank.

* Upload Credential Translation (if not in English)

Or drop files

Please note that you can only upload one file for this document. Uploading another file will replace the existing file. The file must be in DOCX, GIF, JPG/JPEG, PDF, PNG, or TIFF file format and 10 MB or less. After you upload your document, and it appears in the viewer, you can use the tools to rotate the image, if necessary. You must click save to complete the upload process.

Step 8. Click **Submit**.

Name Documentation

Your name as it appears on all credentials sent to ECFMG must be consistent and must match exactly the name in your Intealth profile. If the names do not match exactly, you must submit documentation that verifies the name on your diploma was your name. The documentation must show your name exactly as it appears on your diploma. For information on the documentation required to verify your name on credentials, see [Medical Education Credentials](#) in the applicable edition of the [ECFMG Information Booklet](#).

Name on System

* Name on Document

Is the name on your document different from your current name in your Intealth profile?

Credential Translation

The credential you submit must be in the original language. Documents that are not in English must be accompanied by an official English translation that meets ECFMG's [translation requirements](#). ECFMG will not accept any document that is not in English without an official English translation. Likewise, ECFMG will not accept an English translation of a document without a copy of the original language document from which the English translation was prepared. For information on ECFMG's translation requirements and recommended translation vendor, see [English Translations](#) on the ECFMG website.

Is your credential document in a language other than English?

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Step 9. Return to the **My Cases** page, and verify that the **Action Required** status for the relevant case updated to **No**.



My Cases

My Case Requests

A list of your applications and service requests are below. Click the **Case Number** to view additional details about your application/request. When reviewing your cases, please also make sure to review the **Action Required** column. A case with a status of "Yes" under Action Required will require you to take additional action in order to complete the processing of your application/request.

In certain situations, you also may see a task related to one of your cases listed under **My Tasks**. Please see the comments section of the task for more information.

If you need to [contact Us](#) regarding a specific request, please be prepared to provide your case number and MyIntealth ID.

Search

Case Number	Case Type	Case Status	Date Opened	Last Modified Date	Action Required
C-39345	Identity Verification	Account Established	05-06-2026	05-06-2026	No
C-39346	Epic Extraction	Verification Extraction Complete	05-06-2026	05-06-2026	No
C-39347	Credential Verification	Resubmitted - Pending Review	05-06-2026	05-06-2026	No

Note: If a restriction is applied to any of your cases then you will not be able to make edits to them.

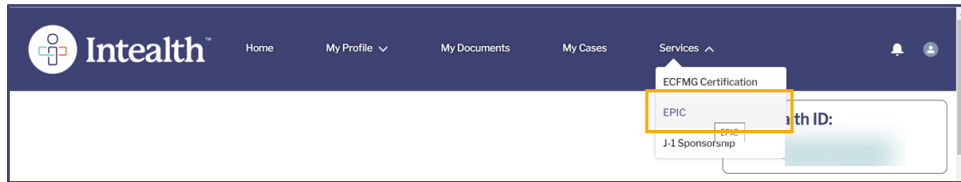
My Tasks

Related To	Status	Comments
------------	--------	----------

1.3 EPIC Reports

1.3.1 Request an EPIC Report Be Sent to EPIC Partner Organization

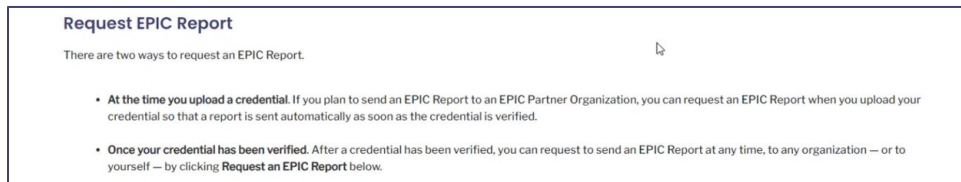
Step 1. Click **Services** in the top banner and select **EPIC** from the dropdown.



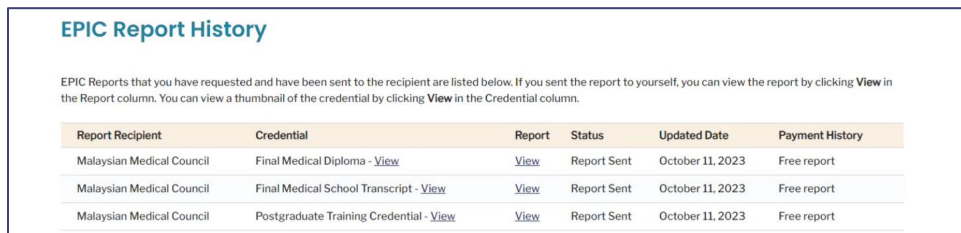
Step 2. The **Electronic Portfolio of International Credentials (EPIC)** page appears. Click the **EPIC Reports** tab.



Step 3. Scroll to the **Request EPIC Report** section. Review the information regarding the ways to request an **EPIC Report**.

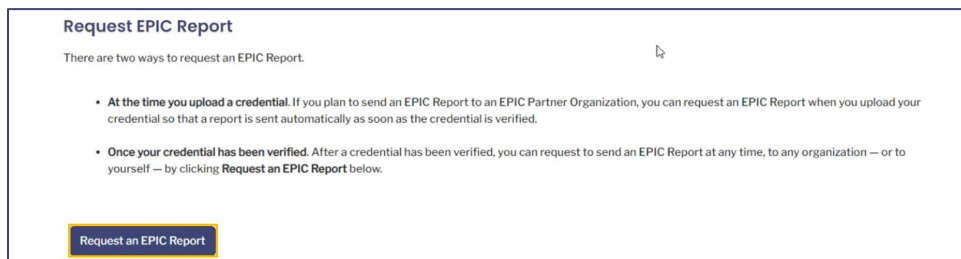


Note: The **EPIC Report History** is also available for review.



Report Recipient	Credential	Report	Status	Updated Date	Payment History
Malaysian Medical Council	Final Medical Diploma - View	View	Report Sent	October 11, 2023	Free report
Malaysian Medical Council	Final Medical School Transcript - View	View	Report Sent	October 11, 2023	Free report
Malaysian Medical Council	Postgraduate Training Credential - View	View	Report Sent	October 11, 2023	Free report

Step 4. Click **Request an EPIC Report**.



Step 5. The **Select Report Recipient** page opens. Select the credentials that you want included in this EPIC Report request using the following instructions.

Select Report Recipient

To send a report to an organization, select **Send Report to EPIC Partner Organization** from the drop-down menu, and search for the organization.

If the organization you wish to send an EPIC Report does not appear in the search results, select **Send Report to One Time Report Recipient** from the drop-down menu, and enter the information for the recipient.

To send a report to yourself, select **Send Report to Myself** from the drop-down menu.

All EPIC Reports are sent electronically.

*Select the credential(s) that you would like to include in this EPIC Report request:

Case Number	Credential	Source
<input type="checkbox"/> C-72415	Final Medical Diploma	View
<input type="checkbox"/> C-72417	Final Medical School Transcript	View
<input type="checkbox"/> C-72432	Postgraduate Training Credential	View

*Report Recipient:

a. Click the checkbox(es) for the credential(s) you want included.

*Select the credential(s) that you would like to include in this EPIC Report request:

Case Number	Credential	Source
<input checked="" type="checkbox"/> C-72415	Final Medical Diploma	View
<input type="checkbox"/> C-72417	Final Medical School Transcript	View
<input type="checkbox"/> C-72432	Postgraduate Training Credential	View

*Report Recipient:

[Request Report](#) [Back](#)

Only credentials that have already been successfully verified should be included in the EPIC Report request.

b. In the **Report Recipient** field, select **Send Report to EPIC Partner Organization** from the dropdown.

*Select the credential(s) that you would like to include in this EPIC Report request:

Case Number	Credential	Source
<input checked="" type="checkbox"/> C-72415	Final Medical Diploma	View
<input type="checkbox"/> C-72417	Final Medical School Transcript	View
<input checked="" type="checkbox"/> C-72432	Postgraduate Training Credential	View

*Report Recipient:

*Please select the organization from the list below:

Start typing to search for the organization. Click the organization to select it from the search results.

c. Search for and select an organization. Click **Add** to select the organization as a report recipient.

*Report Recipient: Send Report to EPIC Partner Organization

*Please select the organization from the list below:

Start typing to search for the organization. Click the organization to select it from the search results.

- M **Malaysian Medical Council**
 BillingCity: Philadelphia
 BillingState: Pennsylvania
 BillingCountry: United States
- G **General Medical Council**
 BillingCity: London
 BillingState:
 BillingCountry: United Kingdom

Add Organization

Verify that the organization listed below is the organization to which you want to send the report.

General Medical Council
 Regent's Place 350 Euston Road
 London, NW1 3JN
 United Kingdom

Cancel Add

- d. You will also have the option to provide a **Reference/Identification Number** for the organization.

You may only add one report recipient. If you would like to send an EPIC Report to multiple organizations, you must submit an additional request for each organization.

General Medical Council ✕

Regent's Place
 350 Euston Road
 London, NW1 3JN
 United Kingdom

Organization

Reference/Identification Number:

- e. Click **Request Report**.

Request Report
Back

Step 6. The **EPIC Report Request Summary** page appears. Review this information.

EPIC Report Request Summary

Below is a summary of the information you provided as part of this request. Please review the summary carefully to ensure that all the information you provided is accurate. If necessary, you can change your responses by clicking **Previous**.

Report Recipient	Volume Entity
Name of Organization	General Medical Council
Reference Number	08163264
C-72415: (Final Medical Diploma)	
Degree Title	MBBS
Degree Issue Date	5/7/2005
Graduation Year	2005
Attendance Start Date	8/28/2001
Attendance End Date	5/6/2005

Step 7. Scroll to the bottom of the page and click **Next**.

Step 8. The **Attestation by Applicant** page appears. Click the **EPIC Report Request Attestation** checkbox.

Attestation by Applicant

In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

EPIC Report Request Attestation

Previous Next Cancel

Step 9. The **EPIC Report Request Attestation** appears. Review the attestation and click **Accept**.

EPIC Report Request Attestation

Attestation by Applicant

EPIC Report Request Attestation

I hereby certify that the information in this Request was provided solely by me and is true and correct to the best of my knowledge. I understand that the decision as to whether I qualify to receive any Intealth services rests solely and exclusively with Intealth and that Intealth's decision-making authority is ongoing.

I also certify that I have read the *Policies and Procedures Regarding Irregular Behavior* and agree to abide by these policies and procedures. I certify I understand that, as provided in the *Policies and Procedures Regarding Irregular Behavior*, among other things, Intealth may find that submission of false information and/or falsified documents to Intealth through MyIntealth or otherwise constitutes irregular behavior, which could result in actions including suspension or revocation of, or permanent bar to ECFMG Certification; suspension or removal of J-1 visa sponsorship; and/or a report of a determination of irregular behavior to any organization or individual who, in the judgment of Intealth, has a legitimate interest in such information. (Organizations with a legitimate interest in such information include the USMLE Committee for Individualized Review; the Federation of State Medical Boards of the United States; any applicable federal, state, local, or other relevant governmental or regulatory department or agency; U.S. state and international medical licensing authorities; and graduate medical education programs.)

Accept

Step 10. Click **Next**.

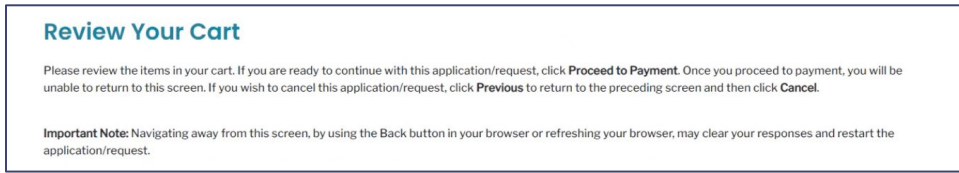
Attestation by Applicant

In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

EPIC Report Request Attestation

Previous Next Cancel

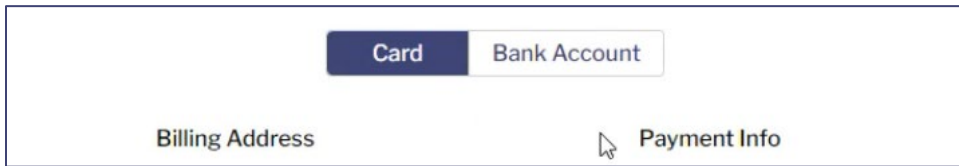
Step 11. The **Review Your Cart** page opens with an overview of your **Cart Items**.



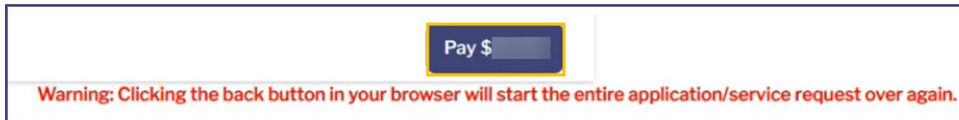
Step 12. Scroll down and click **Proceed to Payment**.



Step 13. Select your payment method, **Card** or **Bank Account**. Enter your payment information into the subsequent sections.

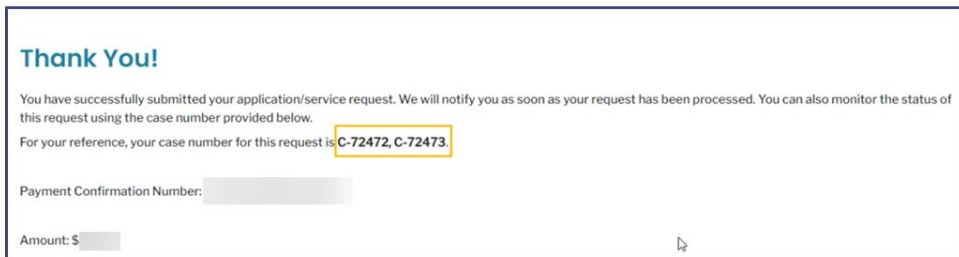


Step 14. Once you have entered all information, click **Pay \$**.



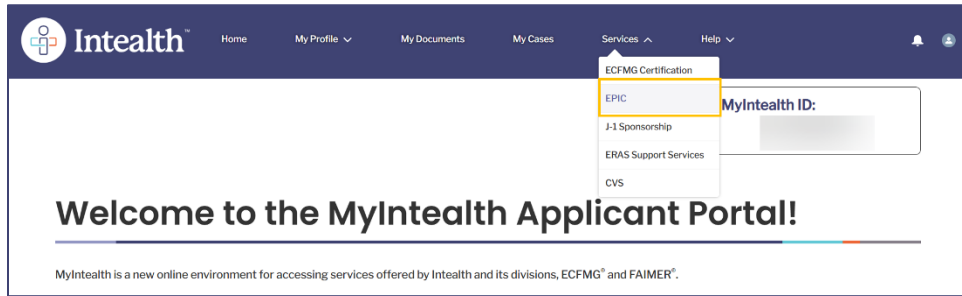
Step 15. Once the payment is successfully processed, a **Thank You!** message appears, and an email confirmation is sent to your email address on file.

- a. It is recommended to document your case numbers (**C-#**) for this request. It can help MyIntealth advisors quickly locate your case.



Step 16. Click **Next** to complete the application and return to the **MyIntealth Applicant Portal** homepage.

Step 17. To review the report request, click **Services** in the top banner, and select **EPIC** from the dropdown menu.



Step 18. The **Electronic Portfolio of International Credentials (EPIC)** page appears. Click the **EPIC Reports** tab.



Step 19. The **EPIC Report History** section appears and now shows your most recent requests.

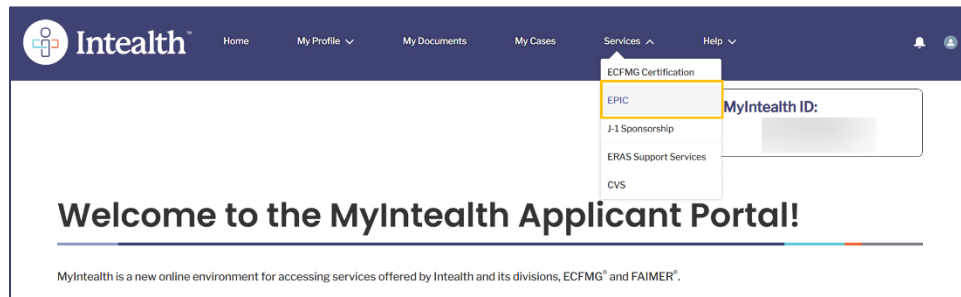
EPIC Report History

EPIC Reports that you have requested and have been sent to the recipient are listed below. If you sent the report to yourself, you can view the report by clicking **View** in the Report column. You can view a thumbnail of the credential by clicking **View** in the Credential column.

Report Recipient	Credential	Report	Status	Updated Date	Payment History
Malaysian Medical Council	Final Medical Diploma - View	View	Report Sent	October 11, 2023	Free report
South Jersey A&M University	Final Medical Diploma - View	View	Report Sent	October 11, 2023	Paid Report
General Medical Council	Final Medical Diploma - View	View	Report Sent	October 12, 2023	Paid Report
Malaysian Medical Council	Final Medical School Transcript - View	View	Report Sent	October 11, 2023	Free report
South Jersey A&M University	Final Medical School Transcript - View	View	Report Sent	October 11, 2023	Paid Report
Malaysian Medical Council	Postgraduate Training Credential - View	View	Report Sent	October 11, 2023	Free report
General Medical Council	Postgraduate Training Credential - View	View	Report Sent	October 12, 2023	Paid Report

1.3.2 Request an EPIC Report Be Sent to One-Time Report Recipient

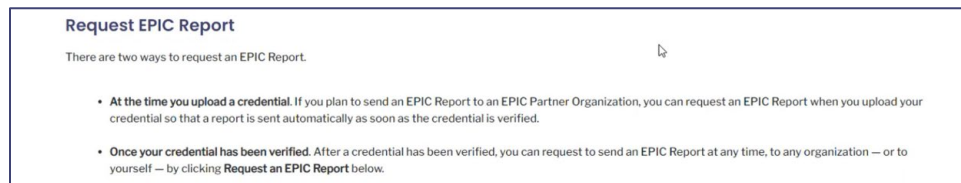
Step 1. Click **Services** in the top banner and select **EPIC** from the dropdown menu.



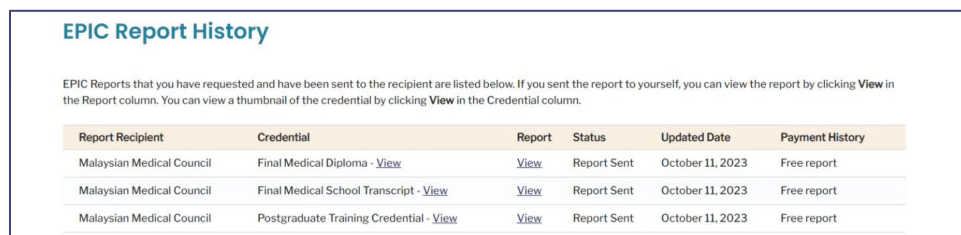
Step 2. The **Electronic Portfolio of International Credentials (EPIC)** page appears. Click the **EPIC Reports** tab.



Step 3. Scroll to the **Request EPIC Report** section. Review the information for ways to request an **EPIC Report**.



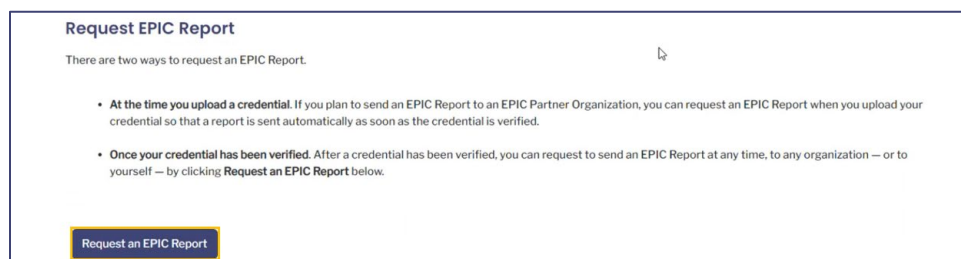
Note: The **EPIC Report History** is also available for review.



The screenshot shows the 'EPIC Report History' section. It contains the following text: 'EPIC Reports that you have requested and have been sent to the recipient are listed below. If you sent the report to yourself, you can view the report by clicking **View** in the Report column. You can view a thumbnail of the credential by clicking **View** in the Credential column.'

Report Recipient	Credential	Report	Status	Updated Date	Payment History
Malaysian Medical Council	Final Medical Diploma - View	View	Report Sent	October 11, 2023	Free report
Malaysian Medical Council	Final Medical School Transcript - View	View	Report Sent	October 11, 2023	Free report
Malaysian Medical Council	Postgraduate Training Credential - View	View	Report Sent	October 11, 2023	Free report

Step 4. Click **Request an EPIC Report**.



Step 5. The **Select Report Recipient** page opens. Select the credentials you want to include in this EPIC Report request by using the following instructions:

Select Report Recipient

To send a report to an organization, select **Send Report to EPIC Partner Organization** from the drop-down menu, and search for the organization.

If the organization you wish to send an EPIC Report does not appear in the search results, select **Send Report to One Time Report Recipient** from the drop-down menu, and enter the information for the recipient.

To send a report to yourself, select **Send Report to Myself** from the drop-down menu.

All EPIC Reports are sent electronically.

*Select the credential(s) that you would like to include in this EPIC Report request:

Case Number	Credential	Source
<input type="checkbox"/> C-72415	Final Medical Diploma	View
<input type="checkbox"/> C-72417	Final Medical School Transcript	View
<input type="checkbox"/> C-72432	Postgraduate Training Credential	View

*Report Recipient:

a. Click the checkbox(es) for the credential(s) you want to include.

*Select the credential(s) that you would like to include in this EPIC Report request:

Case Number	Credential	Source
<input checked="" type="checkbox"/> C-72415	Final Medical Diploma	View
<input type="checkbox"/> C-72417	Final Medical School Transcript	View
<input type="checkbox"/> C-72432	Postgraduate Training Credential	View

*Report Recipient:

[Request Report](#) [Back](#)

Only credentials that have already been successfully verified should be included in the EPIC Report request.

b. In the **Report Recipient** field, select **Send Report to One Time Report Recipient** from the dropdown.

*Select the credential(s) that you would like to include in this EPIC Report request:

Case Number	Credential	Source
<input checked="" type="checkbox"/> C-72415	Final Medical Diploma	View
<input checked="" type="checkbox"/> C-72417	Final Medical School Transcript	View
<input type="checkbox"/> C-72432	Postgraduate Training Credential	View

*Report Recipient:

c. More fields appear based on your selection. Enter information for all required fields (*).

* Report Recipient: Send Report to One Time Report Recipient

Please enter the requested information for this organization.

* Report Recipient Email Address:

* Verify Report Recipient Email Address:

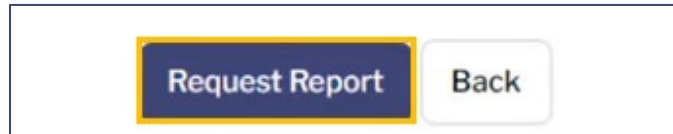
* Report Recipient Name:

* Name of Organization:

* Country: Choose Values

* Report Recipient Mailing Address:

d. Click **Request Report**.

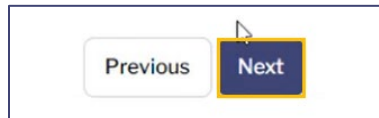


Step 6. The **EPIC Report Request Summary** page appears. Review this information.

EPIC Report Request Summary

Below is a summary of the information you provided as part of this request. Please review the summary carefully to ensure that all the information you provided is accurate. If necessary, you can change your responses by clicking **Previous**.

Step 7. Scroll to the bottom of the page and click **Next**.



Step 8. The **Attestation by Applicant** page appears. Click the **EPIC Report Request Attestation** checkbox.

Attestation by Applicant


In order to proceed with your application or request for Intealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

EPIC Report Request Attestation

Previous Next Cancel

Step 9. The **EPIC Report Request Attestation** appears. Review the attestation and click **Accept**.

EPIC Report Request Attestation



Attestation by Applicant

EPIC Report Request Attestation

I hereby certify that the information in this Request was provided solely by me and is true and correct to the best of my knowledge. I understand that the decision as to whether I qualify to receive any Intealth services rests solely and exclusively with Intealth and that Intealth's decision-making authority is ongoing.

I also certify that I have read the *Policies and Procedures regarding Irregular Behavior* and agree to abide by these policies and procedures. I certify I understand that, as provided in the *Policies and Procedures Regarding Irregular Behavior*, among other things, Intealth may find that submission of false information and/or falsified documents to Intealth through MyIntealth or otherwise constitutes irregular behavior, which could result in actions including suspension or revocation of, or permanent bar to ECFMG Certification; suspension or removal of J-1 visa sponsorship; and/or a report of a determination of irregular behavior to any organization or individual who, in the judgment of Intealth, has a legitimate interest in such information. (Organizations with a legitimate interest in such information include the USMLE Committee for Individualized Review; the Federation of State Medical Boards of the United States; any applicable federal, state, local, or other relevant governmental or regulatory department or agency; U.S. state and international medical licensing authorities; and graduate medical education programs.)

Accept

Step 10. Click **Next**.

Attestation by Applicant

In order to proceed with your application or request for InTealth services, please review and acknowledge that you have read, understood, and agree to the following terms, releases, policies, and/or other conditions (check the box to view the document):

EPIC Report Request Attestation

Previous **Next** Cancel

Step 11. The **Review Your Cart** page opens with an overview of the **Cart Items**.

Review Your Cart

Please review the items in your cart. If you are ready to continue with this application/request, click **Proceed to Payment**. Once you proceed to payment, you will be unable to return to this screen. If you wish to cancel this application/request, click **Previous** to return to the preceding screen and then click **Cancel**.

Important Note: Navigating away from this screen, by using the **Back** button in your browser or refreshing your browser, may clear your responses and restart the application/request.

Step 12. Scroll down and click **Proceed to Payment**.

Previous **Proceed to Payment**

Step 13. Select your payment method, **Card** or **Bank Account**. Enter the payment information into the subsequent sections.

Card Bank Account

Billing Address Payment Info

Step 14. Once you have entered all information, click **Pay \$**.

Pay \$

Warning: Clicking the back button in your browser will start the entire application/service request over again.

Step 15. Once the payment is successfully processed, a **Thank You!** message appears, and an email confirmation is sent to your email address on file.

- a. It is recommended to document your case numbers (**C-#**) for this request. It can help MyInTealth advisors quickly locate your case.

Thank You!

You have successfully submitted your application/service request. We will notify you as soon as your request has been processed. You can also monitor the status of this request using the case number provided below.

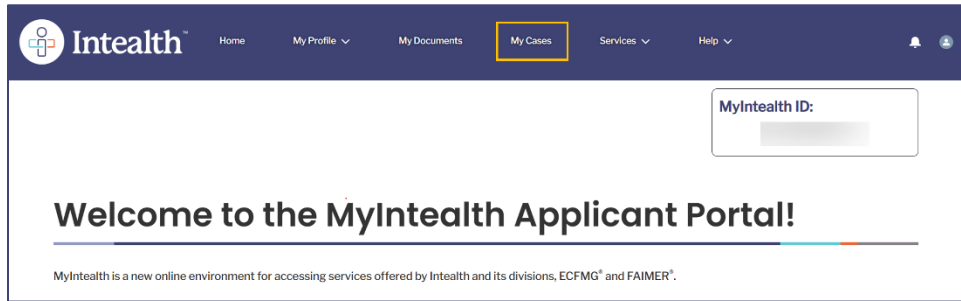
For your reference, your case number for this request is **C-72434, C-72435**.

Payment Confirmation Number:

Amount: \$

Step 16. Click **Next** to complete the application and return to the **MyInTealth Applicant Portal** homepage.

Step 17. To review your submitted request, click **My Cases** in the top banner.



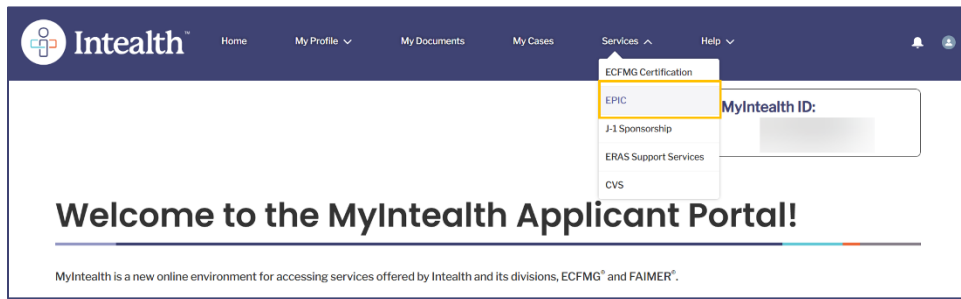
Step 18. The **My Case Requests** list appears. This list now includes your **EPIC Verification Report Request(s)**.

Case Number	Case Type	Case Status	Date Opened	Last Modified Date	Action Required	Restriction Applied
C-67503	Identity Verification	Account Established	09-07-2023	10-11-2023	No	No
C-72414	Epic Extraction	Verification Extraction Complete	10-11-2023	10-11-2023	No	No
C-72415	Credential Verification	CV Accepted	10-11-2023	10-11-2023	No	No
C-72416	EPIC Verification Report Request	Sent	10-11-2023	10-11-2023	No	No
C-72417	Credential Verification	CV Accepted	10-11-2023	10-11-2023	No	No
C-72418	EPIC Verification Report Request	Sent	10-11-2023	10-11-2023	No	No
C-72432	Credential Verification	CV Accepted	10-11-2023	10-11-2023	No	No
C-72433	EPIC Verification Report Request	Sent	10-11-2023	10-11-2023	No	No
C-72434	EPIC Verification Report Request	Requested	10-11-2023	10-11-2023	No	No
C-72435	EPIC Verification Report Request	Requested	10-11-2023	10-11-2023	No	No

Note: If a restriction is applied to any of your cases then you will not be able to make edits to them.

1.3.3 Request an EPIC Report Be Sent to Myself

Step 1. Click **Services** in the top banner and select **EPIC** from the dropdown.

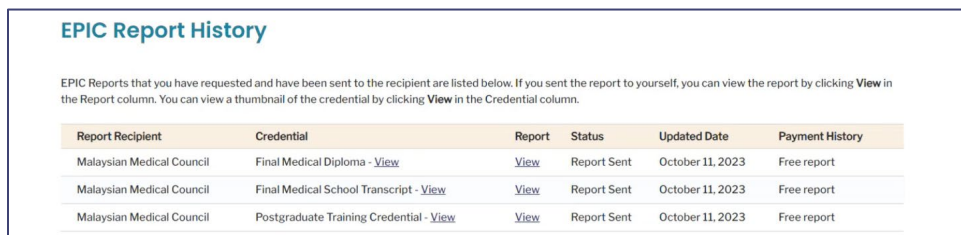
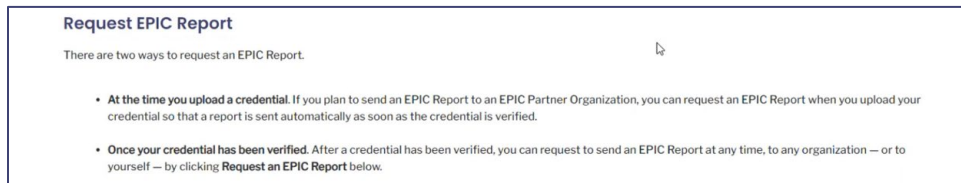


Step 2. The **Electronic Portfolio of International Credentials (EPIC)** page appears. Click the **EPIC Reports** tab.

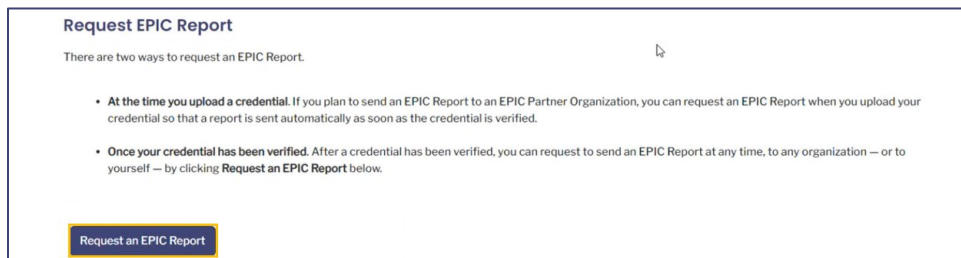


Step 3. Scroll to the **Request EPIC Report** section. Review the ways to request an **EPIC Report**.

Note: *The EPIC Report History is also available for review.*



Step 4. Click **Request an EPIC Report**.



Step 5. The **Select Report Recipient** page opens. Select the credentials that you want included in this **EPIC Report** request by using the following instructions.

Select Report Recipient

To send a report to an organization, select **Send Report to EPIC Partner Organization** from the drop-down menu, and search for the organization.

If the organization you wish to send an EPIC Report does not appear in the search results, select **Send Report to One Time Report Recipient** from the drop-down menu, and enter the information for the recipient.

To send a report to yourself, select **Send Report to Myself** from the drop-down menu.

All EPIC Reports are sent electronically.

*Select the credential(s) that you would like to include in this EPIC Report request:

Case Number	Credential	Source
<input type="checkbox"/> C-72415	Final Medical Diploma	View
<input type="checkbox"/> C-72417	Final Medical School Transcript	View
<input type="checkbox"/> C-72432	Postgraduate Training Credential	View

*Report Recipient:

a. Click the checkbox(s) for the credential(s) you want to include.

*Select the credential(s) that you would like to include in this EPIC Report request:

Case Number	Credential	Source
<input checked="" type="checkbox"/> C-72415	Final Medical Diploma	View
<input type="checkbox"/> C-72417	Final Medical School Transcript	View
<input type="checkbox"/> C-72432	Postgraduate Training Credential	View

*Report Recipient:

[Request Report](#) [Back](#)

Only credentials that have already been successfully verified should be included in the EPIC Report request.

b. In the **Report Recipient** field, select **Send Report to Myself** from the dropdown.

*Select the credential(s) that you would like to include in this EPIC Report request:

Case Number	Credential	Source
<input checked="" type="checkbox"/> C-72415	Final Medical Diploma	View
<input checked="" type="checkbox"/> C-72417	Final Medical School Transcript	View
<input type="checkbox"/> C-72432	Postgraduate Training Credential	View

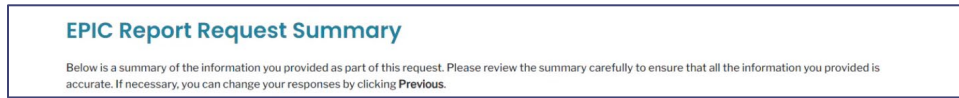
*Report Recipient:

[Request Report](#) [Back](#)

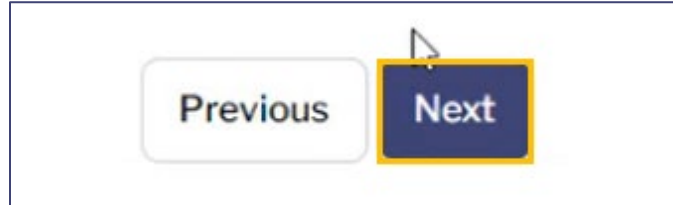
c. Click **Request Report**.

[Request Report](#) [Back](#)

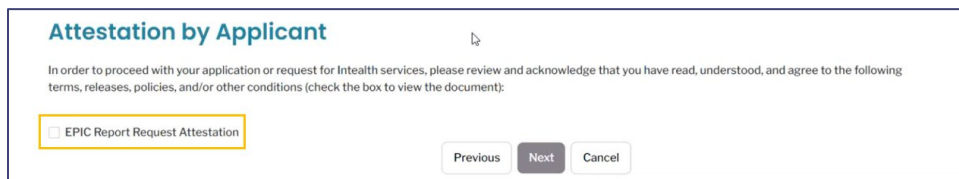
Step 6. The **EPIC Report Request Summary** page appears. Review this information.



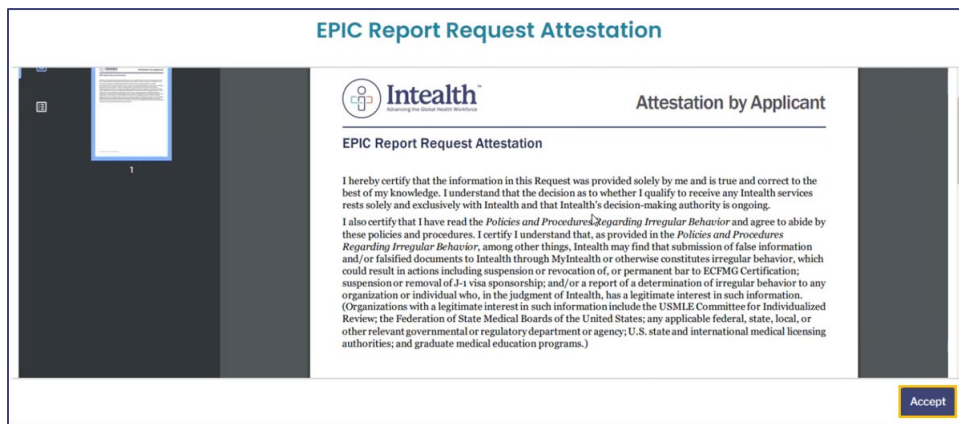
Step 7. Once ready, scroll to the bottom of the page and click **Next**.



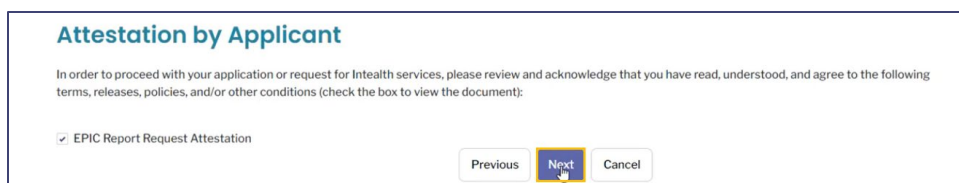
Step 8. The **Attestation by Applicant** page appears. Click the **EPIC Report Request Attestation** checkbox.



Step 9. The **EPIC Report Request Attestation** document appears. Review the attestation and click **Accept**.



Step 10. Click **Next**.



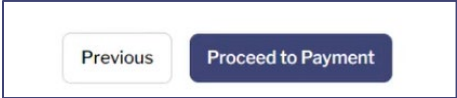
Step 11. The **Review Your Cart** page opens with an overview of the **Cart Items**.

Review Your Cart

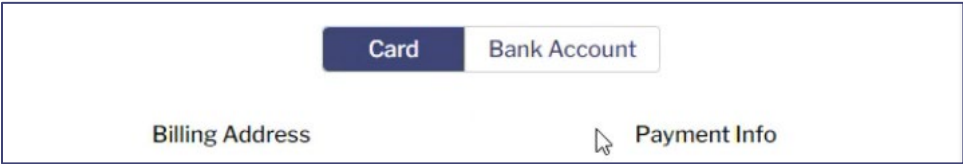
Please review the items in your cart. If you are ready to continue with this application/request, click **Proceed to Payment**. Once you proceed to payment, you will be unable to return to this screen. If you wish to cancel this application/request, click **Previous** to return to the preceding screen and then click **Cancel**.

Important Note: Navigating away from this screen, by using the Back button in your browser or refreshing your browser, may clear your responses and restart the application/request.

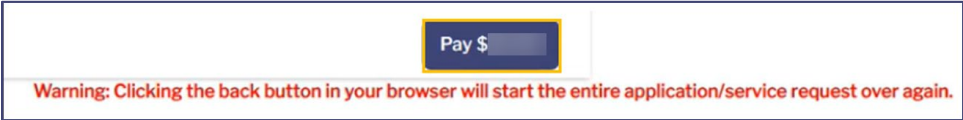
Step 12. Scroll down and click **Proceed to Payment**.



Step 13. Select your payment method, **Card** or **Bank Account**. Enter the payment information into the subsequent sections.

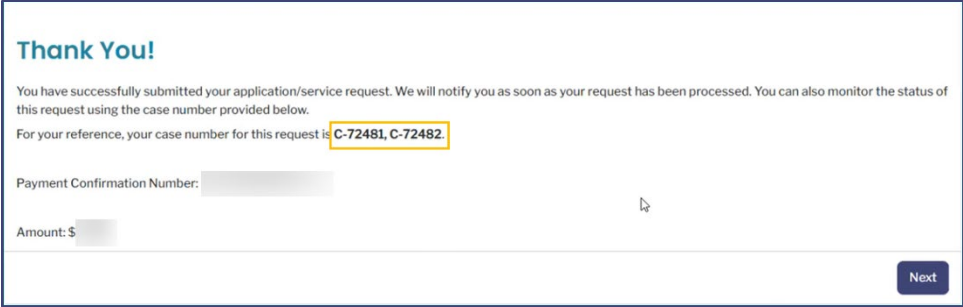


Step 14. Once you have entered all information, click **Pay \$**.



Step 15. Once the payment is successfully processed, a **Thank You!** message appears, and an email confirmation is sent to your email address on file.

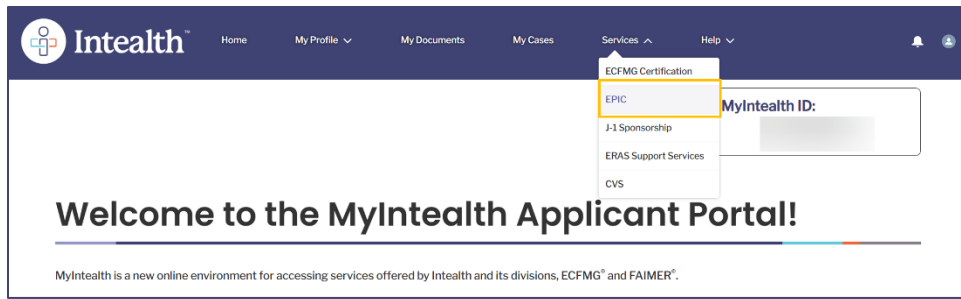
- a. It is recommended to document your case numbers (**C-#**) for this request. It can help MyIntealth advisors quickly locate your case.



Step 16. Click **Next** to complete the application and return to the **MyIntealth** homepage.



Step 17. To review the report request, click **Services** in the top banner, and select **EPIC** from the dropdown menu.



Step 18. The **Electronic Portfolio of International Credentials (EPIC)** page appears. Click the **EPIC Reports** tab.



Step 19. The **EPIC Report History** section appears and now shows your most recent requests. In order to view this report, refer to the [View History of EPIC Report Requests](#) section.

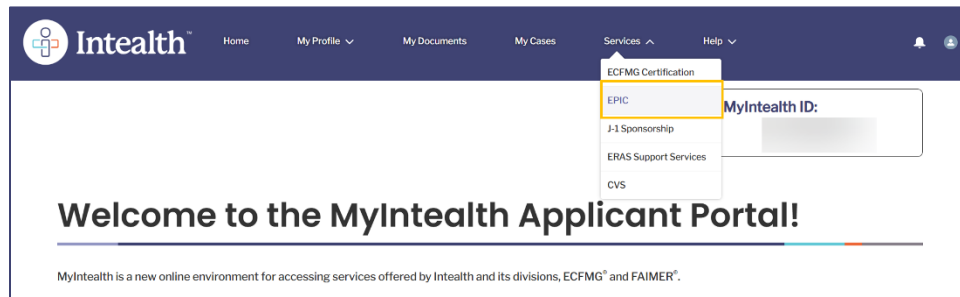
EPIC Report History

EPIC Reports that you have requested and have been sent to the recipient are listed below. If you sent the report to yourself, you can view the report by clicking **View** in the Report column. You can view a thumbnail of the credential by clicking **View** in the Credential column.

Report Recipient	Credential	Report	Status	Updated Date	Payment History
Malaysian Medical Council	Final Medical Diploma - View	View	Report Sent	October 11, 2023	Free report
South Jersey A&M University	Final Medical Diploma - View	View	Report Sent	October 11, 2023	Paid Report
General Medical Council	Final Medical Diploma - View	View	Report Sent	October 12, 2023	Paid Report
Malaysian Medical Council	Final Medical School Transcript - View	View	Report Sent	October 11, 2023	Free report
South Jersey A&M University	Final Medical School Transcript - View	View	Report Sent	October 11, 2023	Paid Report
Malaysian Medical Council	Postgraduate Training Credential - View	View	Report Sent	October 11, 2023	Free report
General Medical Council	Postgraduate Training Credential - View	View	Report Sent	October 12, 2023	Paid Report

1.3.4 View History of EPIC Report Requests

Step 1. Click **Services** in the top banner and select **EPIC** from the dropdown.



Step 2. The **Electronic Portfolio of International Credentials (EPIC)** page appears. Click the **EPIC Reports** tab.

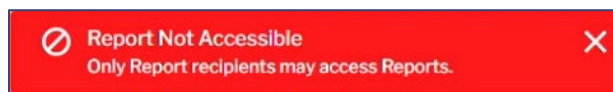


Step 3. Scroll to the **EPIC Report History** section to review the reports sent.

The screenshot shows the 'EPIC Report History' section. It includes a table with the following columns: Report Recipient, Credential, Report, Status, Updated Date, and Payment History. The table lists several report requests, each with a 'View' link in the Report column.

Report Recipient	Credential	Report	Status	Updated Date	Payment History
Malaysian Medical Council	Final Medical Diploma - View	View	Report Sent	October 11, 2023	Free report
South Jersey A&M University	Final Medical Diploma - View	View	Report Sent	October 11, 2023	Paid Report
General Medical Council	Final Medical Diploma - View	View	Report Sent	October 12, 2023	Paid Report
Marsha Madness	Final Medical Diploma	View	Report Sent	October 12, 2023	Paid Report
Malaysian Medical Council	Final Medical School Transcript - View	View	Report Sent	October 11, 2023	Free report
South Jersey A&M University	Final Medical School Transcript - View	View	Report Sent	October 11, 2023	Paid Report
Marsha Madness	Final Medical School Transcript	View	Report Sent	October 12, 2023	Paid Report
Malaysian Medical Council	Postgraduate Training Credential - View	View	Report Sent	October 11, 2023	Free report
General Medical Council	Postgraduate Training Credential - View	View	Report Sent	October 12, 2023	Paid Report

a. Clicking **View** under the **Report** column may trigger an error warning: Only report recipients may access reports.



b. You are only able to view reports that you have sent to yourself.

The screenshot shows the 'EPIC Report History' section, identical to the previous one. The 'View' link in the Report column for the report sent to 'Marsha Madness' is highlighted with a yellow box.

Report Recipient	Credential	Report	Status	Updated Date	Payment History
Malaysian Medical Council	Final Medical Diploma - View	View	Report Sent	October 11, 2023	Free report
South Jersey A&M University	Final Medical Diploma - View	View	Report Sent	October 11, 2023	Paid Report
General Medical Council	Final Medical Diploma - View	View	Report Sent	October 12, 2023	Paid Report
Marsha Madness	Final Medical Diploma	View	Report Sent	October 12, 2023	Paid Report
Malaysian Medical Council	Final Medical School Transcript - View	View	Report Sent	October 11, 2023	Free report

